

PENTAGON RENOVATION PROGRAM (PENREN)
Expendable Supply Business Policy

PMP No. 01-02

OPR: Administrative Management Support Group

03 NOV 2000

1.0 REFERENCES.

a. Defense Supply Service-Washington (DSS-W) Memorandum,
Subject: Self Service Supply Center (SSSC) Change of Business Procedures,
17 August 2000;

b. Defense Supply Service-Washington (DSS-W) Memorandum,
Subject: Renewal and/or Establishment of FY 01 DSS-W SSSC Accounts,
dated 21 September 2000.

1.0 APPLICABILITY. This policy is applicable to all DoD employees authorized to purchase expendable supplies within the PENREN.

3.0 POLICY. This policy establishes the guidelines for all SSSC/expendable supply purchases.

4.0 RESPONSIBILITIES.

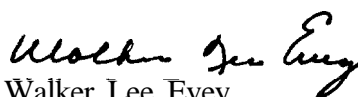
The Administrative Management Support Group Leader is responsible for the overall management of all expendable supplies purchased for PENREN. The Administrative Management Support Group Leader will assign primary and alternate points of contact (POCs) for expendable office supply-related and expendable information technology-related purchases.

Each assigned POC is responsible for maintaining monthly and quarterly itemized summaries, which will be submitted through the Administrative Management Support Group Leader to the Resource Management Group.

The Resource Management Group Leader will provide financial oversight and establish monthly and quarterly fiduciary limits for each assigned POC.

5.0 PROCEDURES. The SSSC Business Procedures are found at Enclosure 1.

6.0 EFFECTIVE DATE. This policy is effective immediately.


Walker Lee Evey
Program Manager

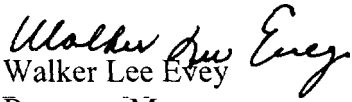
Enclosure a/s

**PENTAGON RENOVATION PROGRAM
(PENREN)
EXPENDABLE SUPPLY BUSINESS PROCEDURES**

1. This procedure establishes general guidelines for purchasing office and information technology expendable supplies.
2. General Guidelines.
 - A. In FY 01, new procedures for supply purchases will be implemented. The Defense Supply Service- Washington (DSS-W) will continue to provide the full range of customer support in terms of sales and returns. In partnership with the Northeast Distribution Center (NDC) of the General Services Administration (GSA), DSS-W will continue to manage and operate the Self Service Supply Centers (SSSC) within the Pentagon and its other satellite locations throughout the National Capital Region (NCR).
 - B. Each authorized Department of Defense (DoD) employee currently in possession of a WHS-funded SSSC purchase card will maintain monthly and quarterly itemized summaries of purchases. The monthly summaries will be submitted through the Administrative Management Support Group Leader to the Resource Management Group not later than (NLT) the fifth working day of the new month. The quarterly roll up summaries (i.e., October - December, January - March, April - June and July - September) are due NLT the seventh working day of each new quarter. A sample of the summary is located at attachment 1.
 - (1). From October 1, 2000 through 30 March 2001, the existing SSSC purchase cards will be honored at all SSSC sites.
 - (2). Beginning April 1, 2001, office supply purchases from SSSC must be made using the Government purchase credit card (SMART/IMPAC VISA).
 - C. The Administrative Management Support Group will establish, stock, and maintain a centralized expendable supplies room, located in E-1 00, in the MOC, 100 Boundary Channel Drive.
 - (1). The primary and alternate Administrative Management Support Group's POCs are responsible for purchasing all office-related expendable supplies for PENREN. Restricted office supply items, (i.e., batteries, portfolios, brief cases, cleaning fluids, executive-type pens, etc.) will be requested in writing and in advance for approval by the Administrative Management Support Group Leader.
 - (2). Requests for expendable supplies will be accepted via Email and/or by stopping by the Administrative Management Support Group suite,

room B- 102 in the MOC, 100 Boundary Channel Drive and filling out the posted Supply Request Form.

- (3). Orders will be "filled or killed" from the SSSC. Any items not received through the SSSC will be re-ordered and purchased with the Government purchase credit card (SMART/IMPAC VISA).
 - D. The SSSC will be used as the preferred and primary source for all expendable supply purchases. Should SSSC not have a stocked item on hand and will not be available within a two week period, a note should be annotated to that fact on the required monthly summary of purchases.
 - E. Information technology (IT) expendable supplies (i.e., toner cartridges for facsimile and copier machines, etc.) will be purchased by the Information Management and Telecommunications (IM&T) primary and alternate POCs, only. The IM&T POCs are limited to purchasing IT-related expendable items, only.
3. SSSC Locations. There are two stores within the Pentagon, Room 3C157 and Room 1E700. There are three satellite stores within the National Capital Region (NCR)- Presidential Towers in Crystal City, Hoffman Building, Room GS-20 and AMC Building, Room G2C3 1 both in Alexandria, Virginia.
4. This procedure is effective immediately.


Walker Lee Evey
Program Manager

Attachment: a/s

Enclosure 1

SAMPLE MONTHLY SUMMARY OF PURCHASES

Expendable Supplies

Purchase Log

Card Holder Name:

Month/Year:

[illegible]

Attachment 1